

MANUAL 4 – UPDATE THE STATUS OF AN ACTIVITY

Version 2.0

STEP 1 – SELECT ACTIVITY

The screenshot shows the noclaims web application interface. The top navigation bar includes the noclaims logo, Home, Client, and Supplier. The left sidebar shows a tree view of the organization structure, with Building 01 selected. The main content area displays the 'Activities' tab for Building 01. A pie chart shows the status distribution of activities: 0 past, 1 approaching deadline, 0 scheduled, and 1 past deadline. A table lists the activities for Building 01.

1A. Go to 'Activities'

| Asset | Deadline | | Description | Category | Supplier |
|-------------|------------|---|--|--|----------|
| Building 01 | 07/01/2017 | ● | Cleaning Elevators | Services » Lift and Conveyor Installations | |
| Building 01 | 08/01/2017 | ● | Elevator- and lifting platform installations | Services » Lift and Conveyor Installations | |

1B. Select the activity to be updated

STEP 2 – SELECT ‘CHANGE STATUS’

■ Activity details of Cleaning Elevators

| Activity details  | | Actions |
|--|---|---|
| Location: | Contractors BV » Netherlands » Region North » Building 01 | ✎ Edit details |
| Date created: | 5 April 2016 | <input checked="" type="checkbox"/> Change status |
| Current status: | Active | ➔ Move activity |
| Deadline: | 1 July 2017 | 📄 Copy activity |
| Description: | Cleaning Elevators | <hr/> |
| Recurring: | yes | 🔗 Components |
| Category: | 05 Services » 05.10 Lift and Conveyor Installations | 🔗 Building dossier items |
| Tags: | | 📎 Add attachment |
| Supplier: | | 📅 View history |
| Code: | 05.10 | <hr/> |
| Required by law: | no | ✖ Delete activity |
| Related components (3) | ▼ | |
| Related building dossier items (0) | | |

2A. select 'change status'

Close 

STEP 3 – UPDATE (CHANGE) STATUS

Update activity status

| | |
|-----------------|--|
| Description | Cleaning Elevators |
| Deadline | 7/1/2017 |
| Category | Services » Lift and Conveyor Installations |
| Date executed * | <input type="text" value="8/23/2017"/>  |
| Executed by | <input type="text"/> |
| State * | <div data-bbox="636 719 1532 917"><ul style="list-style-type: none">On hold✓ ApprovedApproved with remaining pointsRejected</div> |
| Comments | <input type="text"/> |

3A. Select the status.

EXAMPLE 'APPROVED WITH REMAINING POINTS'

Update activity status

| | |
|-----------------------------|--|
| Description | Cleaning Elevators |
| Deadline | 7/1/2017 |
| Category | Services » Lift and Conveyor Installations |
| Date executed * | <input type="text" value="8/23/2017"/>  |
| Executed by | <input type="text"/> |
| State * | <input type="text" value="Approved with remaining points"/> |
| Deadline remaining points * | <input type="text" value="9/1/2017"/>  |
| Remaining points * | <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><p>Text</p></div> |
| Comments | <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"></div> |

4A. Record the remaining points.

 Cancel

 save

4B. Save

STEP 3 – CLOSE

■ Activity details of Cleaning Elevators

 This activity was approved at Wednesday, August 23, 2017 but there are still some remaining points.

Activity details

| | |
|------------------------------------|---|
| Location: | Contractors BV » Netherlands » Region North » Building 01 |
| Date created: | 5 April 2016 |
| Current status: | Approved with remaining points |
| Deadline: | 1 July 2017 |
| Date executed: | 23 August 2017 |
| Deadline remaining points: | 1 September 2017 |
| Description: | Cleaning Elevators |
| Recurring: | yes |
| Category: | 05 Services » 05.10 Lift and Conveyor Installations |
| Tags: | |
| Supplier: | |
| Code: | 05.10 |
| Required by law: | no |
| Related components (3) | ▼ |
| Related building dossier items (0) | |

 **Remaining points:**
Text

Actions

-  Edit details
- Change status
-  Move activity
-  Copy activity
-  Components
-  Building dossier items
-  Add attachment
-  View history
-  Delete activity

5A. In case an activity has been approved (with or without remaining points): upload and link the relevant document (as evidence)

5C. Close

Close 